



## Cranleigh School Disability Access Plan 19 April 2024 - 20 April 2027

### General Actions

- Plan new developments and refurbishments with disability access fully in mind - **Ongoing, new buildings designed as appropriate.**
- Increase contrast when re-painting as noted in audit
- Increase contrasting stair nosings
- Keep disabled facilities clear and unobstructed
- Increase staff awareness
- Improve site signage
- Improve visual warnings for fire alarm activations as upgrades allow - **Started and ongoing**

**Funding**

The Works budget assumes a level of routine expenditure of about £7,000 per week, excluding staff costs, for the routine maintenance of the School buildings. Within this figure, the Works Manager has delegated authority to spend based on the priority system within the department which automatically prioritizes health and safety and pupil welfare issues over and above more routine matters. For larger projects, these would go forward onto the CapEx model which, again, prioritizes projects accordingly.

### Specific Actions from Audit

Action No	Priority	Description	Notes
CSAA10	2	Create additional accessible bays in additional locations	
CSAA12	2	Trevor Abbot Sports Hall - Provide lowered kerbs by all accessible parking bays.	<b>To check.</b>

Action No	Priority	Description	Notes
CSAA13	3	Consider having a designated drop off point marked at the front of the Main School and each of the boarding houses.	<b>In Progress</b>
CSAA17	2	Music Block - Install a permanent ramp providing access to the building for wheelchair users and other people with mobility impairments.	Temporary ramp in situ - flat access available through different door.
CSAA20	2	Woodyer Art Building - Provide hand rails on both sides of the ramp to allow people who are ambulant disabled support themselves as they progress along it.	Looking to make better as part of Summer 2025 refurbishments
CSAA21	2	Rhodes Art Building - Sign post the location of the ramp so that people are warned about the change of level.	
CSAA23	3	Emms Centre - Sign post the location of the ramp so that people are warned about the change of level. The sign should be well contrasted against the surrounding area so that it is easy to read.	
CSAA26	3	North House - Sign post the location of the ramp internally so that people are warned about the change of level.	
CSAA27	2	To allow circulating around the various buildings including from the north part of the site to the mains school you should consider converting external steps located by the School shop into an external ramp.	<b>To be considered as part of the Masterplan</b>
CSAA28	2	Mark the single steps found in various locations	
CSAA29	2	Common room - Consider installing handrails on steps leading to the main entrance of the common room.	<b>Refurbishment planned Summer 2025</b>
CSAA30	2	Staff Room - Mark nosings on the external emergency side and rear staircase with slip resistant material to help make them more distinguishable.	<b>Refurbishment planned Summer 2025</b>
CSAA31	2	Cubitt House - Mark nosings on the external emergency side and rear staircase with slip resistant material to help make them more distinguishable.	<b>Works ticket</b>
CSAA37	2	Loveday House - Mark nosings on the external emergency side and rear staircase with slip resistant material to help make them more distinguishable.	<b>Works ticket</b>
CSAA41	2	Main school - Install handrails on both sides of the external emergency staircase from East House.	<b>Awaiting New Design</b>
CSAA42	2	Main school - Mark nosings on the external emergency staircase from the East House to help make steps more distinguishable.	<b>Awaiting New Design</b>
CSAA43	2	Main school - Consider installing handrails on steps leading to the main entrance to the building.	<b>Providing alternate access means</b>
CSAA44	2	North House - Mark nosings on the external emergency spiral staircase to help make steps more distinguishable.	<b>Works ticket</b>
CSAA45	2	Outdoor education centre - Consider installing handrails on all steps leading to the centre.	
CSAA46	2	Outdoor education centre - Mark nosings on the external emergency side and rear staircase with slip resistant material to help make them more distinguishable.	

<b>Action No</b>	<b>Priority</b>	<b>Description</b>	<b>Notes</b>
CSAA48	2	Woodyer Art - Mark nosings on the external emergency side and rear staircase with slip resistant material to help make them more distinguishable.	<b>Works ticket</b>
CSAA52	3	Mark the nosings on all external steps within all buildings on site to help make them more distinguishable.	
CSAA53	3	Place corduroy hazard warning markings on the ground at the top and the bottom of all external steps.	
CSAA54	3	Woodyer Art - Install handrails on steps located at the back of Woodyer Art building leading to design extension block.	
CSAA55	3	Speech Hall - Consider installing handrails on steps leading to VCT lower ground floor level.	
CSAA57	3	Wood design studio/fitness centre - When next planning refurbishment improve the contrast of the rear emergency escape steps handrails to make them more distinguishable with surroundings.	<b>Works Ticket</b>
CSAA61	2	Loveday House - When next planning refurbishment lower the door bell at the main entrance.	<b>Works ticket</b>
CSAA63	2	Main School - Place the directional sign at the bottom of steps leading to the Main school entrance, directing visitors to the accessible bay located by the Music Block and the accessible entrance by the Chapel.	<b>In planning stage</b>
CSAA64	2	Main School - Consider installing a power-assisted door on the entrance by the Chapel.	<b>Not required</b>
CSAA65	2	Main School - Place a sign by the entrance door near the Chapel to make it easily identifiable to those who require use of an accessible entrance.	<b>Works Ticket</b>
CSAA76	4	Consider having pick up/drop off points by the main school and each of the boarding houses. This will help drivers identify areas which need to be kept clear at all times.	
CSAA78	4	Emms Centre - Consider installing a power-assisted door on one of the side entrances.	<b>Not Required.</b>
CSAA82	2	Train all customer facing staff how to use the permanent/portable induction loop, so that they can communicate effectively with people who may have hearing impairments.	
CSAA83	2	Library - When next considering refurbishment consider changing the reception desk so that it is designed to accommodate both standing and seated visitors.	<b>In planning stages</b>
CSAA89	2	Main school - Ask the reception staff to offer the reading room as an alternative to the visitors waiting room for wheelchair visitors or those with mobility impairments.	Complete Summer 2024
CSAA90	2	School Shop - Install a portable induction loop at the reception desk so that people with hearing impairments are able to communicate easily with staff.	
CSAA92	2	School shop - When next considering refurbishments consider changing the counter tops so that they are designed to accommodate both standing and seated customers.	
CSAA103	2	North House - Mark the surroundings of the door leading from the ground floor common room to make it more distinguishable against the wall art.	

Action No	Priority	Description	Notes
CSAA113	2	Medical Centre - When next planning refurbishment consider improving the contrast between doors and walls, to make them more distinguishable against each other.	<b>Refurbishment planned Easter 2025</b>
CSAA120	2	When replacing signs in the future, purchase signs which in addition to letters, also have symbols. This will help those with cognitive impairments.	<b>In progress</b>
CSAA126	2	Chapel - Add handrails on both sides of the internal ramp to help people in wheelchairs, people of reduced stature and children make progress along the ramp.	<b>Not possible.</b>
CSAA129	2	Chapel - Place warning signage on the corridor leading to the Chapel via ramp to make occupants aware about ramp. The sign should be well contrasted and visible.	
CSAA130	2	Cubitt House - When planning refurbishment consider making the 1st and ground floor slopes a different colour to the surrounding flooring to help people identify the change in incline and therefore helping to reduce the risk of people tripping up. Alternatively you could mark both ends of the ramp with hazard warning tape, to make it more visible.	<b>Works ticket</b>
CSAA131	2	Main School - Extend the width of the portable ramp found on the corridor leading to the ground floor dining room. Currently the ramp is very narrow (800mm), which could restrict some wheelchair users. In order to do this the bookcase should be moved away to make room for a wider ramp.	<b>In discussion</b>
CSAA133	2	Music Block - When planning refurbishment consider making the ramp leading to room 2 a different colour to the surrounding flooring to help people identify the change in incline and therefore helping to reduce the risk of people tripping up. Alternatively you could mark both ends of the ramp with hazard warning tape, to make it more visible.	<b>Works ticket</b>
CSAA134	2	Music Block - Add handrails on both sides of the internal ramp leading to room 2 to help people in wheelchairs, people of reduced stature and children make progress along the ramp.	<b>Not required</b>
CSAA135	2	Music Block - Place a warning signage on the corridor leading to the room 2 via ramp to make occupants aware about the ramp. The sign should be well contrasted and visible.	
CSAA145	2	Music Block - Mark nosings on steps of emergency internal staircase located by the 1st floor band room, to make them more distinguishable.	
CSAA146	2	North House - Provide handrails on both sides of the three steps giving access to the 2nd floor rooms 511-516, to allow people who are ambulant disabled to support themselves as they progress along it.	
CSAA147	2	Pavilion - Mark nosings on internal steps of main wooden staircase to make them more distinguishable.	
CSAA148	2	Pavilion - Mark nosings on steps of emergency internal staircase to make them more distinguishable.	<b>Works ticket</b>
CSAA154	3	Emms Centre - When next planning refurbishment consider changing the colour of the lift flooring to other than black or any dark colour.	<b>Complete</b>

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CSAA155	4	Speech Hall - Consider installing a platform lift that provides access to the stage, so that you can anticipate all potential user needs.	
CSAA162	2	Mark every single step present on the final exit doors in every building of the complex. This will help make the step more visible and reduce the risk of tripping.	
CSAA163	2	In your long term strategic plan include a consideration to remove single steps from final emergency exits so that as many as possible can be flush to the ground, this will not only help wheelchair users but also other occupants using the exits.	<b>Under consideration as part of Masterplan</b>
CSAA165	2	Cubitt House - Create a designated refuge area within the 1st floor emergency staircase, leading to the emergency exit, which is flush to the ground.	
CSAA166	2	Music Block - Consider installing a push bar on the emergency exit by the accessible washroom on the ground floor. Currently there is a key required in the break glass unit.	<b>Works ticket</b>
CSAA176	2	When next planning refurbishment ensure that the walls, floors and washroom facilities are better contrasted so that they are easier to see.	<b>In progress site-wide</b>
CSAA179	2	Introduce regular testing of the emergency alarm cords in the accessible washroom. This will help to confirm they are working effectively. Records should be kept of this check.	<b>Works Manager to action &amp; record</b>
CSAA180	2	Provide a procedure to provide assistance when any of the accessible washroom emergency alarms are activated. This is to ensure that help is provided to those in need.	<b>Buddy system in place</b>
CSAA181	2	Consider having all emergency alarms centralised so that you can guarantee assistance in case no one is present locally to the accessible washrooms.	
CSAA187	2	Emms Centre - Relocate the flush to the other side of the toilet within the accessible washroom.	<b>Works ticket</b>
CSAA188	2	Emms Centre - Place hand drying facilities closer to the toilet facilities as the current position of the hand dryer is too far away. Alternatively, you could leave the hand dryer were it is and place hand towels nearer to the toilet facilities.	<b>Works ticket</b>
CSAA194	2	Music Block - Improve the contrast of the fittings so that they are more visible against the surrounding walls and floor.	
CSAA195	2	Music Block - Install coat hooks on the internal surface of the door, at dual height to allow people hang their coats.	
CSAA197	2	Music Block - Investigate reinforcing the wall panelling where the grab rail is fixed so that it can take the full weight of a person transferring from their wheelchair to the toilet.	
CSAA198	2	Music Block - Install an emergency pull cord system within your accessible washroom.	
CSAA201	2	Pavilion - Place hand drying facilities closer to the toilet facilities as the current position of the hand dryer is too far away. Alternatively, you could leave the hand dryer were it is and place hand towels nearer to the toilet facilities.	

Action No	Priority	Description	Notes
CSAA204	2	Woodyer Art - Place hand drying facilities closer to the toilet facilities in the accessible washroom, as the current position of the hand dryer is too far away. Alternatively, you could leave the hand dryer where it is and place hand towels nearer to the toilet facilities	
CSAA227	2	Consider replacing some of the regular shower mechanisms within the male and female shower rooms with lever mechanisms to make them easier for people with reduced manual dexterity to use.	
CSAA228	2	Pavilion - Consider installing an accessible shower so that it is flush to the ground to accommodate the needs of all potential users.	
CSAA229	2	Servery - When next planning refurbishment consider providing a section with various seating by pupils dining tables. Currently there are only benches available. These may be difficult for those with mobility impairments to use.	<b>In planning stages</b>
CSAA230	2	Swimming pool - Conduct individual risk assessments for anyone with a disability using the school swimming pool. This will help to make sure all their needs in terms of access and egress and use of the facility are considered and suitably catered for.	<b>Completed if required. None at present.</b>
CSAA231	2	Swimming Pool - Provide an accessible washroom with an accessible shower as this facility is used by visitors and you will be able to cater for all potential users needs.	
CSAA232	3	Implement a procedure for hiring transport facilities with tailed lift so that you can accommodate needs of pupils who would require a wheelchair. Currently neither of the school buses have this facility.	<b>Two minibuses now have tail lift - complete.</b>
CSAA233	3	Kitchen and kitchenettes - When next planning refurbishment in Cubitt House, West House and Gatley's, consider installing an area with lowered worktops to allow wheelchair users to independently use the kitchenettes facilities.	
CSAA234	3	Swimming pool - Install a hoist to allow access to the swimming pool. The facility is open to the public and some of your pupils may require it. This will help to accommodate the different needs of potential users.	
CSAA236	4	Library - When next planning refurbishment consider purchasing different styles of chairs to accommodate the different needs of potential users. Currently only one style is provided.	
CSAA238	2	Prepare Access statement for website.	<b>In Draft</b>
CSAA240	4	Carry out regular checks to ensure that the emergency alarm within all accessible washrooms is working correctly.	
CSAA241	4	Ensure that a policy is put in place so that any disabled visitors to the building have a buddy who is responsible for their exit out of the building. Should a visitor come frequently to the school it would be good if a person evacuation plan is made for them so that all parties involved are aware of how they will exit the building in an emergency.	<b>PEEPs prepared if required.</b>

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Last Reviewed:	PAD & DJJ February 2025.		